

## Classifying Expenditures by Program

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The following definitions apply to program classifications for all funds. Included with the definitions are Annual Program Cost Data Report (J-380/580/780) electronic data processing (EDP) numbers. The examples of direct charges are representative and not all-inclusive. Exhibit 701-1 on pages 701-20 through 701-25 provides a matrix of normal object of expenditure codes for the General Fund, by major program, to assist in identifying expenditures associated with each major program.

### Instructional Programs

#### General Education Programs

General education instructional programs and activities, which include preformal, elementary, secondary, occupational, and adult education, are designed to prepare students for their common activities as citizens and for occupations.

Charges for direct instructional programs include those costs that relate directly to the general education instructional programs, such as salaries of teachers (including amounts paid for chairing academic departments); salaries of instructional aides; employee benefits for teachers and instructional aides; payments for textbooks and instructional supplies (including food items used as educational rewards); travel and conference expenses for all employees in the programs; and payments for the repair, maintenance, acquisition, and replacement of instructional equipment used in the programs.

The costs of maintaining interscholastic athletics and after-school sports are also recorded as direct charges to instructional programs.

Examples of activities *excluded* as direct charges to general education instructional programs are costs of general education programs operated on behalf of or under contract to another educational agency (charged to the nonagency activities educational program); benefits paid on behalf of retired teachers or instructional aides (charged to the benefits programs for retirees); and costs of custodial services and utilities (charged to the plant maintenance and operations program).

The following are descriptions of programs and activities within the general education category. The local educational agency (LEA) responsible for each program or activity is identified.

*Regular education, kindergarten through grade twelve, EDP No. 110 (school districts and county offices of education).* These programs and services are provided for children of prekindergarten age through grade twelve. For reporting purposes general education instructional activities not otherwise described below would be reported in this category (e.g., summer school, home, and hospital).

*Adult education, EDP No. 602 (school districts and county offices).* These programs consist of educational activities provided for adults, including those concurrently enrolled. County jail programs maintained by school districts pursuant to *Education Code* Section 41841.5 are reported as adult education activities. Adult education activities shall be reported in the Adult Education Fund only.

*Alternative schools, EDP No. 112 (school districts only).* These schools are provided for students in kindergarten through grade twelve pursuant to the provisions of *Education Code* Section 58500 to allow for innovative teaching methods and ideas. An alternative school may be an instructional unit within a school (such as a classroom section organized differently from the rest of the school). For reporting purposes include only those activities operated in accordance with this described program. *Do not include any other activities that may be identified locally as alternative schools.*

*Cal-SAFE County Classroom, EDP No. 125 (county offices only).* These programs are operated by county offices pursuant to *Education Code* Section 54749.5 to serve students under the age of eighteen years who are pregnant and have not completed high school. *Activities for pregnant minors conducted by school districts are reported in the regular education program.*

*Community day schools, EDP No. 128 (school districts and county offices).* School districts and county offices are authorized to establish community day schools for K–12 students who are expelled or meet other criteria (*Education Code* sections 48660–48664).

*County community schools, EDP No. 123 (county offices only).* These schools are operated by the county office pursuant to *Education Code* Section 1981 and serve students who fit into one or more of the following categories:

1. Have been expelled from a school district
2. Have been referred by recommendation of a school attendance review board
3. Are on probation and have been referred pursuant to sections 300, 601, 602, and 654 of the *Welfare and Institutions Code* or are on probation or parole and are not in attendance in any school
4. Are homeless children

For reporting purposes include only those activities operated in accordance with this described program. Do not include any other activities that may be identified locally as community schools.

*Continuation education programs, EDP No. 116 (school districts only).* These programs are established by high school and unified school districts pursuant to *Education Code* Section 48430 to serve pupils who need one or more of the following:

1. An opportunity to complete instruction to graduate from high school
2. Individual instruction emphasizing occupational orientation or a work-study schedule
3. Individual instruction and extensive guidance services for behavior or severe attendance problems

*County jails, EDP No. 124 (county offices only).* These programs consist of classes or schools for adult prisoners. They are maintained by the county offices pursuant to *Education Code* Section 1901. County jail programs maintained by school districts pursuant to *Education Code* Section 41841.5 are reported as an adult education activity in the Adult Education Fund.

*Gifted and talented education, EDP No. 280 (school districts and county offices).* These programs are provided for students in kindergarten through grade twelve pursuant to *Education Code* Section 52202 and the *California Code of Regulations, Title 5, Education*, Section 3820. These programs provide appropriately differentiated learning opportunities and alternative learning environments for students identified as possessing demonstrated or potential abilities that give evidence of high-performance capabilities.

*Handicapped adults, EDP No. 126 (county offices only).* These programs consist of special classes for handicapped adults and are operated by county offices pursuant to *Education Code* Section 14058.

*Integration/desegregation, EDP No. 117 (school districts only).* These programs consist of activities undertaken by schools to comply with court orders or activities that implement a plan prepared by the school district in accordance with the *California Code of Regulations, Title 5, Education*, sections 90–101, that would not be undertaken by the school district in the absence of an integration/desegregation program.

*Independent study centers, EDP No. 119 (school districts only).* These study centers conduct activities undertaken by school districts pursuant to *Education Code* sections 46300(e), 51745, and 51746 to provide certain students with the option of schooling apart from classrooms. For reporting purposes include in this program only those activities that provide full-time education pursuant to a written agreement as required by statute and regulations as an alternative to daily attendance in a classroom. *Do not include students*

*participating in limited periods of full-time independent study because of illness, family vacation, and so on.* Attendance recording is by positive (not negative) accounting.

*Juvenile court schools, EDP No. 118 (county offices only).* These programs consist of classes or schools maintained by county offices serving students in a juvenile hall, juvenile home, day center, juvenile ranch, juvenile camp, regional youth education facility, or group home housing 25 or more children (*Education Code* Section 48645).

*Opportunity schools/programs, EDP No. 120 (school districts and county offices).* These schools/programs are operated pursuant to *Education Code* Section 48630 to serve students in kindergarten through grade twelve who have experienced difficulty in adapting to regular school programs. Services may be provided at a specialized site or at a regular school campus on a full-time or pull-out basis.

*ROC/P, EDP No. 121 (school districts and county offices).* Regional Occupational Centers/Programs (ROC/Ps) provide vocational or technical training services as defined in *Education Code* sections 52300–52331 and in the *California Code of Regulations, Title 5, Education*, sections 11500–11508.

*Specialized secondary schools, EDP No. 122 (school districts and county offices).* These schools provide advanced instruction and training in high-technology fields and in the performing arts. Specialized secondary schools benefit the state by providing talented pupils with enhanced learning opportunities in high-technology fields and in the performing arts while enrolled in close proximity to where the industries are located (*Education Code* Section 58800).

### **Special Education Category**

Special education programs and activities are designed primarily for individuals with exceptional needs who are placed in individualized educational programs (IEPs). The direct instructional activities employed in these programs are similar to those employed in general education programs.

Charges for direct instructional programs include those costs that relate directly to the special education instructional program, such as salaries of teachers and instructional aides; employee benefits for teachers and instructional aides; textbooks and instructional supplies (including food items that are used as educational rewards); travel and conference expenses for all employees in the programs; and repair, maintenance, acquisition, and replacement of instructional equipment used in the programs.

Included in the special education instructional programs and activities are local entitlement expenditures under PL 101-476 (formerly PL 94-142). *Do not* include discretionary grant expenditures under PL 101-476 in the special education programs and activities. Report those expenditures as special projects.

Examples of activities *excluded* as direct charges to special education instructional programs and activities are as follows:

1. Costs of special education programs operated on behalf of or under contract to another educational agency (These costs are charged to the nonagency activities educational program.)
2. Costs of the director of special education and associated clerical staff (These costs are charged to the instructional administration program.)
3. Costs of custodial services and utilities (These costs are charged to the plant maintenance and operations program.)

The following are programs and activities related to special education:

*Infants, EDP No. 205 (school districts and county offices).* Children who are younger than three years of age and are identified by the district, the special education local plan area (SELPA), or the county office as requiring intensive special education and services as defined by the State Board of Education (*Education Code* Section 56026[c][1]).

*Preschool students, EDP No. 215 (school districts and county offices).* Children with exceptional needs between the ages of three and five years inclusive (*Education Code* Section 56440). A five-year-old who meets the eligibility criteria to be identified as a kindergartner shall be included in either Age 5–22 Severely Disabled or Age 5–22 Nonseverely Disabled (*Education Code* Section 56441.1).

*Age 5–22 severely disabled, EDP No. 225 (school districts and county offices).* Students between the ages of five (who have been identified as kindergartners) and eighteen years identified as requiring intensive special education services; and students between the ages of nineteen and twenty-one who are enrolled in a special education program prior to their nineteenth birthday and have not yet completed the prescribed course of study or met proficiency standards pursuant to *Education Code* sections 51215 and 51216. Severely disabled students have the following profound disabilities: autism, blindness, deafness, severe orthopedic impairments, serious emotional disturbances, and/or severe mental retardation (*Education Code* Section 56030.5).

*Age 5–22 nonseverely disabled, EDP No. 235 (school districts and county offices).* Students between the ages of five (who have been identified as kindergartners) and eighteen years identified as requiring special education services and students between the ages of nineteen and twenty-one years who are enrolled in a special education program prior to their nineteenth birthday and have not yet completed the prescribed course of study or met proficiency standards pursuant to *Education Code* sections 51215 and 51216. Nonseverely disabled students are those who are not identified as severely disabled.

Special education activities include the following subprograms:

*Assessment costs, EDP No. 245 (school districts and county offices).* These activities consist of the services provided to children for the assessment of their handicapping conditions, pursuant to *Education Code* Section 56320, by specialized staff, such as psychologists, nurses, audiologists, social workers, vocational education staff, occupational therapists, physical therapists, and physicians. Special education assessment activities begin from the date of the written referral for assessments. Such assessments may occur prior to or during a child's enrollment in special education programs. The assessment costs represent the activities of specialized personnel in the evaluation of a child as well as preparation for and participation in the IEP team meeting. Tasks to be performed include testing, consulting with parents and other professionals, gathering data (e.g., requesting students' records) or reviewing students' files, and writing reports. Travel time is included only when the assessment activity is the primary reason for the travel.

Examples of special education assessment tasks that are *excluded* are direct services to students, staff development, student study teams' pre-special education referral activities, consultation or observation provided as follow-up to the assessment, and assessments for other programs (e.g., Gifted and Talented Education [GATE], Improving America's Schools Act [IASA], Title I). Also excluded are the costs of individuals whose participation in IEP meetings is an ancillary (or ad hoc) duty, such as general or special education classroom teachers and school site administrators.

*Note:* Expenditures for assessment activities are to be direct charges to the pupil services program and subsequently are transferred to the assessment costs subprogram as documented direct support costs.

Report the special education instructional programs and activities listed in the preceding paragraphs on a supplementary form in the Annual Program Cost Data Report (J-380/580/780) as follows:

1. *Separate Classes:* salaries, supplies, and other costs to provide separate instruction requiring replacement in a separate setting because of the nature or severity of the students' special needs. Instruction may be provided in special classrooms on a part-time or a full-time basis (*Education Code* Section 56364). Students may receive a full continuum of services (*Education Code* Section 56361). However, this category records the cost of only one service, that of the separate class.
2. *Resource Specialist Instruction:* salaries, supplies, and other costs to provide instruction and services for those students whose needs have been identified in an IEP, who receive services under the direction of a resource specialist, and who are assigned to another classroom or a special education separate class for a

majority of a school day (*Education Code* Section 56362). Students may receive a full continuum of services (*Education Code* Section 56361). However, this category records the cost of only one service, that of the resource specialist.

3. *Supplemental Aids and Services in Regular Classrooms*: salaries, supplies, and other costs needed to allow a student to receive instruction provided in a regular education classroom or in an instructional setting other than those settings provided in special education: separate classes, resource specialist instruction, or nonpublic agencies/schools. Supplemental aids and services make possible program modifications and blended programs with more flexibility for the special education student. These services include but are not limited to special education instructional aides, interpreter services, Braille services, assistive technology (devices which allow a student to participate in a regular classroom environment), and special education home and hospital instruction.
4. *Nonpublic Agencies/Schools (NPA/S)*: instruction in accordance with an IEP provided by a certified NPA/S under contract with the district, SELPA, or county office when no appropriate public education program is available (*Education Code* Section 56365).
5. *Other Specialized Instructional Services*: specialized instruction provided in accordance with an IEP on a pull-out and/or blended basis to any special education student to supplement the instruction provided in a separate special education class, a nonpublic school, or a regular education setting. The services are instructional and are provided by or under the supervision of certificated special education teachers. Other health, counseling, or psychological services provided to a special education student to help him or her benefit educationally from the regular instruction program are charged to Pupil Services. The difference in coding between an Instructional program and the Pupil Services program sometimes may be difficult to distinguish. The main question to bear in mind when coding is whether the student is receiving direct instruction or is being given a supplemental health or other professional service that facilitates instruction. For example, an adaptive physical education teacher provides an instructional service, the main purpose of which is to provide physical education. A nurse or dentist provides health care that enhances the physical condition of a student so that she or he is better able to participate in an instructional setting. Or a speech teacher may teach students using special techniques to help the students speak and understand verbal signals, which would be coded to Other Specialized Instructional Services. But a speech specialist who diagnoses specific speech disorders and refers problems for medical or other professional attention to treat speech disorders is more properly coded to Pupil Services.

Other Specialized Instructional Services include but are not limited to language and speech, adaptive physical education, orientation and mobility instruction,

vocational education training, vision services, education technological services, assistive services, and sign language services.

*Program specialists/regionalized services, EDP No. 240 (school districts and county offices).* The program specialists/regionalized services program represents the costs of program specialists and other staff who provide expertise and consulting services to the instructional staff serving individuals with exceptional needs pursuant to *Education Code* Section 56368. Regionalized services are those programs and services provided in accordance with an approved local plan pursuant to *Education Code* Section 56195.7. Such activities may include services involving program specialists, personnel development, evaluation, management information systems, curriculum development, program review, or any other regionalized service provided for in the local plan.

*Note:* Expenditures for program specialists not providing regionalized services are a direct charge to the instructional administration program and may be subsequently transferred to the program specialists/regionalized services subprogram as a documented direct support cost.

*Special education transportation, EDP No. 250 (school districts and county offices).* Special education transportation costs are the costs of providing to individuals with exceptional needs those specialized transportation services that are specified on the children's IEPs and are distinct from any regular transportation services provided by the agency. Costs of transporting pupils enrolled in special education programs are direct charges to the pupil transportation program (EDP No. 415). Only the costs of specialized transportation services are subsequently transferred to the special education transportation subprogram as documented or allocated direct support costs as appropriate.

## Special Projects

Special projects are those that may have their own project directors; are approved and funded from *external* sources, including federal, state, local, or private agencies; require special project budgets and audits; and may require financial reports. Special projects usually are conducted entirely in support of an instructional program or another support program.

Charges for special projects include all direct costs in any expenditure classification, including indirect costs. Exclude costs of in-kind activities associated with a special project.

Federal projects include but are not limited to those provided under the following:

1. Economic Opportunity Act
2. Improving America's Schools Act (IASA)



3. Job Training Partnership Act (including Private Industry Council)
4. Discretionary grants under PL 101-476 (formerly PL 94-142)
5. Vocational Education Act

State projects include but are not limited to the following:

1. Economic Impact Aid (*Education Code* sections 54028 and 52168)
2. Assistance Grants for Educational Technology
3. Miller-Unruh Reading Act
4. School Improvement Program
5. State hospital students—special education
6. Tenth-grade counseling

Excluded from special projects are the following:

1. Projects or activities funded entirely by the school district. These costs are charged to instructional programs or support service programs, as appropriate.
2. Programs operated on behalf of or under contract to other educational agencies. These costs are charged to nonagency activities under auxiliary programs or support service programs, as appropriate.

## Services to School Districts

Services to school districts (county offices only) constitute those activities performed by county offices in support of school districts or other county offices, including but not limited to the following:

1. Coordination activities and professional services, such as supervision of instruction, health, guidance, attendance, and school library services (*Education Code* Section 1700 et seq.)
2. Financial services (*Education Code* Section 42100 et seq.)
3. Credential services (*Education Code* Section 44330 et seq.)

Services to school districts consist of activities in instructional support, pupil services, special education assessment, and general administration (including county administration and centralized data processing). These services include activities of a regionalized nature, such as curriculum services, centralized data processing services, and warrant audit services to school districts.

Some personnel may be employed in, or some activities may be performed in, more than one function. The following direct-cost distributions may be used in lieu of actual time accounting:

1. County offices that have one person performing similar activities within services to school districts programs and support service programs may charge 50 percent of the costs as a direct cost to the school district function and 50 percent of the costs as a direct cost to the support services function.
2. The costs of the county offices and the county board of education should be charged as direct costs at 50 percent to the general administration program within the services to school districts function and 50 percent to the county administration program within the support services function.

## **Support Service Programs**

Support service programs supply support to various instructional programs, special projects, and other activities.

### **Instructional Support**

Certificated or classified employees assigned to instructional support programs may not be classified as teachers or instructional aides.

*Instructional administration, EDP No. 375.* Instructional administration is the area of responsibility for the improvement of teaching through a program of leadership, guidance, and assistance to help teaching staff and to improve curriculum and curriculum materials used by teachers. It consists of supervising instruction, developing and improving curriculum and curriculum materials (including testing materials), guiding teachers in the use of instructional materials, administering sabbatical leaves, providing the environment for in-service training, and so forth.

Direct charges to instructional administration include the salaries of directors or supervisors of elementary and/or secondary instruction or curricular laboratories; salaries of directors or supervisors of special education, bilingual education, or similar programs; salaries of associated clerical staff; employee benefits for all employees in this program; consultant services or other costs of in-service training; supplies used by employees in this program; travel and conference expenses for all employees in this program; repair and maintenance of equipment used in this program; and acquisition and replacement of related equipment.

Some personnel may be employed or some activities may be performed in more than one function. The following distribution of direct costs may be used in lieu of actual time accounting:

The costs of assistant superintendents for instruction (or equivalent positions) having first-line responsibility for delivery of the services of the instructional administration program and for participation in district/county policy may be charged as a direct cost at 50 percent to the instructional administration function and 50 percent to the district/county administration function (EDP No. 400).

*Instructional media, EDP No. 380.* Instructional media is the program area that consists of those activities that provide communicative resources to support instruction. Included in this program are the following:

*School library and audiovisual.* A school library and audiovisual program has the responsibility for organizing and managing library books and preparing, caring for, and making available audiovisual equipment, materials, scripts, and other teaching and learning aids. Activities include ordering, cataloging, processing, and circulating books, audiovisual materials, and equipment; planning for the use of the library by teachers and pupils; selecting books and audiovisual materials; participating in faculty planning for the use of books and audiovisual materials; and guiding teachers and pupils in the use of the library.

*Educational television.* An educational television program consists of such activities as writing, programming, and directing educational television programs as a part of the instructional program of the school or district.

*Computer assistance in instruction.* Computer assistance in instruction for a school or school district consists of such activities as writing, programming, and directing ongoing computer-based instructional programs and instructional management information programs.

Direct charges to the instructional media program include salaries of librarians, library clerks, audiovisual personnel, and personnel who are involved in writing, programming, and directing ongoing educational television and computer-based instructional programs; employee benefits of employees in this program; library books, regardless of where they are placed in the district; audiovisual materials; repair and maintenance of equipment used in this program; and acquisition and replacement of audiovisual and library equipment.

Examples of activities or items *excluded* as direct charges to instructional media are as follows:

1. Textbooks (to be charged to the appropriate instructional program)
2. Specific or special materials that are used exclusively in an instructional program or project and that are not part of the central library (to be charged to the appropriate instructional program or special project or program as instructional supplies)

3. Computer-assisted instructional activities of an experimental nature (to be charged to the instructional administration program)

*School administration, EDP No. 385.* School administration constitutes those activities that have as their purpose overall administrative responsibility for a single school or several schools (but not a district, administrative area, or subunit of the district). It consists of the activities performed by the principal, assistant principal(s), and other assistants in the general supervision of all operations of the school; evaluation of the staff members of the school; assignment of duties of staff members; supervision of the records of the school; coordination of school instructional activities with instructional activities of the school district; and so forth.

Some personnel may be employed or some activities may be performed in more than one function. The distribution of direct costs that may be used in lieu of actual time accounting is as follows:

Small school districts that have one person performing the functions of both the principal and the superintendent may charge 70 percent of the costs as a direct cost to the principal's function (school administration, EDP No. 385) and 30 percent of the costs as a direct cost to the superintendent's function (district administration, EDP No. 401).

*Pupil services, EDP No. 395.* Direct charges to the pupil services program include the salaries of counselors, attendance officers, psychologists, nurses, physicians, psychiatrists, and other personnel authorized in the field of physical and mental health who are employees of the district; salaries of associated clerical staff; employee benefits for all employees in this program; office, medical, dental, and first-aid supplies; travel and conference expenses for all employees in this program; repair and maintenance of equipment used in this program; and acquisition and replacement of related equipment.

*Attendance.* Attendance includes those activities that promote and improve the school attendance of pupils. Attendance services consist of such activities as early identification of patterns of absence, promotion of pupils' and parents' positive attitudes toward attendance, analysis of causes of absences, and enforcement of compulsory attendance laws. The time spent on attendance recording and reporting on a district-wide basis is charged to the district administration program (EDP No. 400).

*Welfare.* Welfare includes those activities that assist in the prevention or solution of the personal, social, and emotional problems of pupils involving family, school, and community relationships when such problems have a bearing on the quality of the schoolwork of pupils. It consists of such professional services as diagnosing the problems of pupils arising out of the home, school, or community; undertaking casework services for the child or parent, or both; interpreting the pupils' problems for other staff members; and promoting modification of the circumstances surrounding the individual pupil that are related to his or her problem insofar as the resources of the family, school, and community can be brought to bear on the problem. The activities

are usually assigned to such staff members as school social workers, visiting teachers, or directors of school social work. Programs that provide clothing for children are included.

*Guidance.* Guidance includes those activities that help pupils assess and understand their abilities, aptitudes, interests, environmental factors, and educational needs; assist them in understanding educational and career opportunities; and aid them in making optimum use of educational and career opportunities through the formulation of realistic goals. Guidance includes such activities as counseling pupils and parents, evaluating the abilities of pupils, helping them to make their own educational and career plans and choices, assisting them in personal and social adjustments, and working with other staff members in planning and conducting guidance programs. Guidance also includes administering psychological tests and managing and planning a program of psychological services for the school system.

*Counseling.* Counseling covers activities that (1) supplement the school district's information by identifying the individuality of each pupil—his or her capacities, achievements, interests, potentialities, and needs; (2) study the individual pupil experiencing acute problems in educational development in order to furnish diagnostic information; and (3) suggest programs concerning the psychological aspects of these problems.

*Health.* Health covers activities that provide physical and mental services not directly instructional, such as medical, dental, psychiatric, and nursing services.

*Special projects administration, EDP No. 398.* Special projects administration is the area of administrative responsibility for special projects or programs defined under "Special Projects," pages 701-8 and 701-9.

Direct charges to special projects administration include salaries of director(s) or supervisor(s) of special projects, including migrant education or similar projects; salaries of associated clerical staff; employee benefits for all employees in this program; supplies used by employees in this program; travel and conference expenses for all employees in this program; and repair and maintenance of equipment used in this program.

## **General Support**

*Administration by the county office and the district.* General support activities have as their purpose the overall general administrative responsibility for the entire county office or school district and are classified as district/county administration.

*Governing board/superintendent costs, EDP No. 401.* A governing board's costs are those for services of the board, including clerical support; external auditors' services, such as the cost of the annual audit; and negotiations and staff relations services (including contract administration). Superintendent costs are those for services of the

superintendent, including clerical support, administrative assistants, and others that directly assist the superintendent.

Direct charges to the governing board's/superintendent's costs include payments to and on behalf of governing board members; salaries of the superintendent, assistant(s) to the superintendent, associated administrative secretaries, and clerical staff; employee benefits for all employees in this program; repair and maintenance of equipment used in this program; and acquisition and replacement of related equipment.

Some personnel may be employed, or activities performed, in more than one function. The following distributions of direct costs may be used in lieu of actual time accounting:

1. Small school districts that have one person who performs the functions of both the principal and the superintendent may charge 70 percent of the costs as a direct cost to the principal's function (school administration, EDP No. 385) and 30 percent of the costs as a direct cost to the superintendent's function (district administration, EDP No. 401).
2. The costs of the county offices and the county board of education may be charged as direct costs at 50 percent to the general administration program within the services to school district function (EDP No. 397) and 50 percent to the county board's/superintendents' program within the support services function (EDP No. 401).

*Other administrative costs, EDP No. 400.* Other administrative costs include those for special area administrative services; fiscal services; purchasing services; warehousing and distribution services; and printing, publishing, and duplicating services.

Direct charges to other administrative costs include salaries of the associate, area, and assistant superintendents; salaries of business managers, personnel directors, and directors of pupil services for the general direction and management of all affairs of the district; costs of attendance recording and reporting on a district-wide basis; salaries of administrative secretaries and clerks; salaries of accounting, purchasing, warehousing, and distribution personnel; employee benefits for all employees in this program; repair and maintenance of equipment used in this program; and acquisition and replacement of related equipment.

Salaries and other related costs of employing retired personnel shall be charged to the programs to which the persons are actually assigned.

Some personnel may be employed or activities performed in more than one function. The following distribution of direct costs may be used in lieu of actual time accounting:

1. The costs of assistant superintendents for instruction (or equivalent positions) having first-line responsibility for delivery of the services of the district/county

administration program and for participation in the development of district policy may be charged as direct costs at 50 percent to the instructional administration program (EDP No. 375) and 50 percent to the district's other administrative costs program (EDP No. 400).

2. County offices that have one person performing similar activities within the services to school districts programs and support services programs may charge 50 percent of the costs as direct costs to the services to school districts function and 50 percent as direct costs to the support services function.
3. Other administrative costs at the county level may be charged as direct costs at 50 percent to the general administrative program within the services to school districts function (EDP No. 397) and 50 percent to other administrative costs within the support services function (EDP No. 400).

The initial charges for certain insurance should be charged as direct costs to the appropriate user programs, such as pupil insurance and driver training vehicle insurance (to be charged to the instructional programs); insurance on buses and vehicles used for transporting pupils (to be charged to the pupil transportation program); insurance on vehicles used for food service (to be charged to the food services program); and all other costs of property or liability insurance not charged to a specific program (to remain in the district/county other administrative costs program).

The costs of duplicating and reproduction services used by specific programs should be charged as direct costs to the user programs. In-house services should be charged to a user program in the same way that services provided by an outside firm would be charged to a user program.

Included in this program are excessive costs associated with the issuance of tax and revenue anticipation notes (TRANS). (See the definition of *debt service* on page 701-19 for further information.)

### **Centralized Data Processing**

*Centralized data processing, EDP No. 402.* Centralized data processing includes in-house services provided from a mainframe computer or minicomputer as well as the costs of centralized services provided by another agency. Excluded from this program are services provided entirely on the smaller specialized computers, such as microcomputers or personal computers (to be charged to the program using the computers).

### **Plant Maintenance and Operations**

*Plant maintenance and operations, EDP No. 408.* Plant maintenance and operations includes those activities necessary to keep the physical plant and grounds open, clean, comfortable, in working condition, and in a state of repair.

*Plant maintenance.* Plant maintenance includes those activities that are required to repair, restore, improve, or renovate school property, including grounds, buildings, building fixtures, and service systems. Direct charges to the plant maintenance program include salaries of directors and supervisors of maintenance, carpenters, painters, electricians, plumbers, maintenance clerks, and similar employees; employee benefits for all employees in this program; necessary materials and supplies; rental and replacement of plant maintenance equipment; contracts for repairing, restoring, or renovating the grounds, buildings, or equipment, including regrading sites and repairing retaining walls, walks, driveways, sprinkler systems, and playground apparatus or equipment; reseeding of lawns; repainting; repairs to or replacement of roofs, walls, heating and air-conditioning units, and electrical and plumbing installations; repairs to built-in fixtures; resurfacing and refinishing of floors; movement of movable walls or partitions; and acquisition and replacement of related equipment.

The plant maintenance program includes the costs of building repairs or renovations that do not meet the LEA's threshold for capitalization. These costs are charged as current expense, generally in Object 5600, Rentals, Leases, Repairs and Noncapitalized Improvements. Major remodeling or renovation of buildings, such as structural changes, modernization, or whole roof replacements, that substantially enhance the value or extend the life of the building and that meet the LEA's threshold for capitalization, should be charged as capital outlay to the facilities acquisition and construction program (EDP No. 468), generally in Object 6200, Buildings and Improvements to Buildings.

*Plant operations.* Plant operations are housekeeping activities concerned with keeping the physical plant open and ready for use. Included activities are cleaning and disinfecting; heating and lighting; communications; maintenance of power; moving of furniture; caring for grounds; garbage and trash disposal; laundry and dry cleaning service, including the rental of towels; rental of equipment, such as floor polishers; softwater service; and such other housekeeping activities as are repeated on a daily, weekly, monthly, or seasonal basis.

Direct charges to the operations program include salaries of directors and supervisors of operations, custodians, guards, gardeners, telephone switchboard operators, truck drivers, operational clerks, security personnel, and similar employee(s); employee benefits for all employees in this program; supplies, including brooms, brushes, disinfectants, fuses, garbage cans, light bulbs and fluorescent tubes, mops, wax, soap, toilet paper, towels, outdoor flags, weed killers, and fertilizers; office supplies; repair and maintenance of equipment used in this program; and acquisition and replacement of related equipment.



## **Pupil Transportation**

*Pupil transportation, EDP No. 415.* Pupil transportation means the conveying of pupils to and from home.

Direct charges to the pupil transportation program include salaries of directors and supervisors, bus drivers, clerks, and mechanics; salaries of other personnel whose assignments are related to the transportation of pupils, such as bus aides and security aides; employee benefits for all employees in this program; gas, oil, tires, parts, and supplies for the repair and maintenance of the buses; office supplies; insurance on buses and other vehicles used for transporting pupils; contracts for outside repair; contracts with individual(s), other districts, or firms for transporting pupils; rental of buses; and acquisition and replacement of equipment used for transporting pupils, including buses.

Examples of direct charges that are not charged to the pupil transportation program include conveying pupils to and from school activities (e.g., field trips, after-school sports) or between schools. These costs are charged to the applicable instructional program. If these activities are provided by the LEA, the costs are initially recorded in the pupil transportation program and then transferred to the appropriate instructional program or special project, using Objects 5710 and 5750.

## **Auxiliary Programs**

*Community services, EDP No. 450.* Community services are those activities that have as their purpose community and school recreation and other activities authorized by the Civic Center Act (*Education Code* Section 38130 et seq.) and the Community Recreation Act (*Education Code* Section 10900 et seq.).

Direct charges to the community services program include salaries for playground directors, supervisors, or aides; salaries of associated clerks and other recreational personnel; paid overtime or extra time for custodial services performed entirely as a result of community services activities; employee benefits for all employees in this program; and those expenditures necessary to conduct activities under these acts.

*Retiree benefits, EDP No. 453.* Direct charges to this program include fringe benefits, compensation deferred as a retirement incentive, or other payments that are made as a result of retirement and for which no service is being provided by the retiree. Consulting services and/or related benefit costs paid for services rendered by a retiree are charged to the appropriate program responsible for those services.

*Food services, EDP No. 455.* Food services include management of the food services program of the school or school district, including the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities and the delivery of food.

Direct charges to the food services program include salaries of directors and supervisors, managers, cooks, helpers, bookkeepers, and clerks; employee benefits for all employees in this program; food; laundry; costs of purchase and operation of vehicles used in the delivery of food to various locations; insurance on vehicles used for food service; repair and maintenance of equipment used in this program; and acquisition and replacement of related equipment.

*Child development activities, EDP No. 458.* Child development activities include child care and development programs conducted by the district, such as day care programs and latch-key programs. Also included are programs provided to children in schools and in children's centers pursuant to *Education Code* sections 8200–8370. Certain child development programs shall be reported in the Child Development Fund only.

*Nonagency activities, EDP No. 461–463.* Nonagency activities are conducted on behalf of another agency, by contract or agreement, for which the other agency retains the prime responsibility. Such services may be instructional or support in nature.

Nonagency activities shall be classified as “educational” activities (EDP No. 461) when the contracting agency is a public educational agency and as “other” (EDP No. 463) when the contracting agency is not a public educational agency. Direct charges to this program are similar to the costs identified as direct charges for any instructional program. This program may or may not include direct charges. However, direct support costs will most likely be reported when such activities are conducted, such as allocations for plant maintenance and plant operations and school administration.

## Facilities

*Facilities ~~3~~4Rents and leases, EDP No. 467.* Direct charges to the facilities—rents and leases program are the costs of renting or leasing facilities without the option of purchase.

Capital lease payments are not charged here. These payments are debt service and are charged to all other outgo (EDP No. 480).

*Facilities ~~3~~4All other costs, EDP No. 468.* Direct charges to the facilities—all other costs program includes all costs of obtaining land and buildings through purchase or lease with option to purchase; major remodeling or renovation of buildings; construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in fixtures; initial improvements to sites; and books and equipment for new buildings.

The salaries and other expenses of school district employees assigned specifically to the facilities program and of architects, engineers, and contractors hired for capital improvement projects are recorded in this program.

The facilities program includes major remodeling or renovation of buildings, such as structural changes, modernization, or whole roof replacements, that substantially enhance the value or extend the life of the building and that meet the LEA's threshold for capitalization. These costs are charged as capital outlay, generally in Object 6200, Buildings and Improvements to Buildings. Costs of building repairs or renovations that do not meet the LEA's threshold for capitalization are charged as current expense to the plant maintenance and operations program (EDP No. 408), generally in Object 5600, Rentals, Leases, Repairs and Noncapitalized Improvements.

## Other Outgo

*Outgoing tuition, EDP No. 475.* Outgoing tuition is tuition for instruction under interdistrict attendance agreements, payments for excess costs, and other tuition.

*All other outgo, EDP No. 480.* All other outgo consists of outlays for debt service, interfund transfers, and transfers to other agencies other than outgoing tuition.

*Debt service.* Debt service consists of expenditures for the retirement of debt and for interest on debt, except principal and interest on current loans (money borrowed and repaid during the same year). That portion of direct costs for issuing TRANs, including interest expense, which is equal to or less than investment earnings on TRANs' proceeds, is to be charged to this program. If costs exceed investment earnings, the excess costs are to be charged to the district's or county's other administrative costs.

*Interfund transfers.* Interfund transfers consist of various transfers from the General Fund to various other funds, from the various funds to the General Fund, and between various funds.

## Site or Operational Unit

Instructional and support programs may be identified by school site, location, or operational unit to provide additional management information relative to the total operation of a district.

## Exhibit 701-1 Object of Expenditure Codes, by Major Program

Object, by Program	Instructional programs (general and special education)	Special projects	Support Services Programs								
			Instructional Support			Pupil Services			General Support		
			Instructional administration	Instructional media	School administration	Attendance/welfare	Guidance/counseling	Health	Special projects administration	District/county administration	Central – ized data processing
<b>1000 Certificated Personnel Salaries</b>											
1100 Teachers' Salaries	●	●								● <sup>i</sup>	
1200 School Administrators' Salaries		●			●						
1300 Supervisors' Salaries		●	●	●					●		
1400 Librarians' Salaries		●		●							
1500 Guidance, Welfare, and Attendance Salaries		●				●	●				
1600 Physical and Mental Health Salaries		●						●			
1700 Superintendents' Salaries		● <sup>j</sup>								●	
1800 Administrators' Salaries		●				●	●	●	●	●	
1900 Other Certificated Salaries	● <sup>a</sup>	●	●	●	●	●	●	●	●	●	
<b>2000 Classified Personnel Salaries</b>											
2100 Instructional Aides' Salaries	●	●									
2200 Administrators' Salaries		●							●	●	●
2300 Clerical and Other Office Salaries		●	●	●	●	●	●	●	●	●	●
2400 Maintenance and Operation Salaries		●								● <sup>h</sup>	●
2500 Food Service Salaries		●									
2600 Transportation Salaries		●									
2900 Other Classified Salaries	● <sup>a</sup>	●	●	●	●	●	●	●	●	●	●
<b>3000 Employee Benefits</b>											
3110 STRS—Instructional	●	●									
3120 STRS—Noninstructional	● <sup>a</sup>	●	●	●	●	●	●	●	●	●	●
3210 PERS—Instructional	●	●									
3220 PERS—Noninstructional	● <sup>a</sup>	●	●	●	●	●	●	●	●	●	●
3310 OASDI—Instructional	●	●									
3320 OASDI—Noninstructional	● <sup>a</sup>	●	●	●	●	●	●	●	●	●	●
3330 Medicare—Instructional	●	●									
3340 Medicare—Noninstructional	● <sup>a</sup>	●	●	●	●	●	●	●	●	●	●
3350 Retirement in Lieu of OASDI—Instructional	●	●									

<sup>a</sup>Noon duty only.

<sup>b</sup>One-time retirement stipends.

<sup>c</sup>Services provided under the Civic Center Act.

<sup>d</sup>Only during construction.

<sup>e</sup>Dedicated phone lines only.

<sup>f</sup>Adult education, cafeteria, and child development funds only.

<sup>g</sup>Portion of TRANS' cost and interest expense equal to or less than investment earnings on TRANS' proceeds.

<sup>h</sup>Warehousing only.

<sup>i</sup>Substitutes for negotiations only.

<sup>j</sup>Assistant Superintendent of Instruction having first-line responsibility for delivering instructional administrative services only.

## Exhibit 701-1 (Continued)

Object, by Program	Support Services Programs			Auxiliary Programs						Facilities	Other outgo
	General Support			Communi- nity service	Retiree benefits	Food services	Child develop- ment activities	Nonagency Activities			
	Plant mainte- nance	Plant operation	Pupil transpor- tation					Educa- tional	Other		
<b>1000 Certificated Personnel Salaries</b>											
1100 Teachers' Salaries								●	●		
1200 School Administrators' Salaries											
1300 Supervisors' Salaries											
1400 Librarians' Salaries											
1500 Guidance, Welfare, and Attendance Salaries											
1600 Physical and Mental Health Salaries											
1700 Superintendents' Salaries											
1800 Administrators' Salaries				●			●				
1900 Other Certificated Salaries				●	● <sup>b</sup>		●	● <sup>a</sup>	● <sup>a</sup>		
<b>2000 Classified Personnel Salaries</b>											
2100 Instructional Aides' Salaries								●	●		
2200 Administrators' Salaries	●	●	●	●		●	●			●	
2300 Clerical and Other Office Salaries	●	●	●	●		●	●			●	
2400 Maintenance and Operation Salaries	●	●	●	● <sup>c</sup>		●				●	
2500 Food Service Salaries						●					
2600 Transportation Salaries			●								
2900 Other Classified Salaries	●	●	●	●	● <sup>b</sup>	●	●	● <sup>a</sup>	● <sup>a</sup>	●	
<b>3000 Employee Benefits</b>											
3110 STRS—Instructional								●	●		
3120 STRS—Noninstructional	●	●	●	●	●		●	● <sup>a</sup>	● <sup>a</sup>	●	
3210 PERS—Instructional								●	●		
3220 PERS—Noninstructional	●	●	●	●	●	●	●	● <sup>a</sup>	● <sup>a</sup>	●	
3310 OASDI—Instructional								●	●		
3320 OASDI—Noninstructional	●	●	●	●	●	●	●	● <sup>a</sup>	● <sup>a</sup>	●	
3330 Medicare—Instructional								●	●		
3340 Medicare—Noninstructional	●	●	●	●	●	●	●	● <sup>a</sup>	● <sup>a</sup>	●	
3350 Retirement in Lieu of OASDI—Instructional								●	●		

## Exhibit 701-1 (Continued)

Object, by Program	Instructional programs (general and special education)	Special projects	Support Services Programs								
			Instructional Support			Pupil Services			General Support		
			Instructional administration	Instructional media	School administration	Attendance/welfare	Guidance/counseling	Health	Special projects administration	District/county administration	Centralized data processing
3360 Retirement in Lieu of OADSI—Noninstructional	● <sup>a</sup>	●	●	●	●	●	●	●	●	●	●
Health and Welfare Benefits											
3410 Instructional	●	●									
3420 Noninstructional	● <sup>a</sup>	●	●	●	●	●	●	●	●	●	●
Unemployment Insurance											
3510 Instructional	●	●									
3520 Noninstructional	● <sup>a</sup>	●	●	●	●	●	●	●	●	●	●
Workers' Compensation											
3610 Instructional	●	●									
3620 Noninstructional	● <sup>a</sup>	●	●	●	●	●	●	●	●	●	●
Other Benefits											
3910 Instructional	●	●									
3920 Noninstructional	● <sup>a</sup>	●	●	●	●	●	●	●	●	●	●
<b>4000 Books and Supplies</b>											
4100 Textbooks	●	●									
4200 Books Other Than Textbooks	●	●	●	●					●		
4300 Instructional Materials and Supplies	●	●	●	●					●		
4400 Noncapitalized Equipment		●	●	●	●	●	●	●	●	●	●
4500 Other Supplies		●	●	●	●	●	●	●	●	●	●
4600 Pupil Transportation Supplies		●									
4700 Food Service Supplies		●									
<b>5000 Services and Other Operating Expenditures</b>											
5100 Personal Services of Instructional Consultants, Lecturers, and Others	●	●	●	●		●	●	●	●		
5200 Travel and Conferences	●	●	●	●	●	●	●	●	●	●	●
5300 Dues and Memberships	●	●	●	●	●	●	●	●	●	●	●

<sup>a</sup>Noon duty only.

<sup>b</sup>One-time retirement stipends.

<sup>c</sup>Services provided under the Civic Center Act.

<sup>d</sup>Only during construction.

<sup>e</sup>Dedicated phone lines only.

<sup>f</sup>Adult education, cafeteria, and child development funds only.

<sup>g</sup>Portion of TRANS' cost and interest expense equal to or less than investment earnings on TRANS' proceeds.

<sup>h</sup>Warehousing only.

<sup>i</sup>Substitutes for negotiations only.

<sup>j</sup>Assistant Superintendent of Instruction having first-line responsibility for delivering instructional administrative services only.

## Exhibit 701-1 (Continued)

Object, by Program	Support Services Programs			Auxiliary Programs							Facilities	Other outgo
	General Support			Communi- city service	Retiree benefits	Food services	Child develop- ment activities	Nonagency Activities				
	Plant mainte- nance	Plant operation	Pupil transpor- tation					Educa- tional	Other			
3360 Retirement in Lieu of OADSI— Noninstructional	●	●	●	●	●	●	●	● <sup>a</sup>	● <sup>a</sup>	●		
Health and Welfare Benefits												
3410 Instructional								●	●			
3420 Noninstructional	●	●	●	●	●	●	●	● <sup>a</sup>	● <sup>a</sup>	●		
Unemployment Insurance												
3510 Instructional								●	●			
3520 Noninstructional	●	●	●	●	●	●	●	● <sup>a</sup>	● <sup>a</sup>	●		
Workers' Compensation												
3610 Instructional								●	●			
3620 Noninstructional	●	●	●	●	●	●	●	● <sup>a</sup>	● <sup>a</sup>	●		
Other Benefits												
3910 Instructional								●	●			
3920 Noninstructional	●	●	●	●	●	●	●	● <sup>a</sup>	● <sup>a</sup>	●		
<b>4000 Books and Supplies</b>												
4100 Textbooks								●	●			
4200 Books Other Than Textbooks								●	●			
4300 Instructional Materials and Supplies								●	●			
4400 Noncapitalized Equipment	●	●	●	●		●	●	●	●	●		
4500 Other Supplies	●	●	●	●		●	●	●	●	●		
4600 Pupil Transportation Supplies			●									
4700 Food Service Supplies						●						
<b>5000 Services and Other Operating Expenditures</b>												
5100 Personal Services of Instructional Consultants, Lecturers, and Others								●	●			
5200 Travel and Conferences	●	●	●	●		●	●	●	●	●		
5300 Dues and Memberships	●	●	●	●		●	●	●	●			

## Exhibit 701-1 (Continued)

Object, by Program	Instructional programs (general and special education)	Special projects	Support Services Programs								
			Instructional Support			Pupil Services			General Support		
			Instructional administration	Instructional media	School administration	Attendance/welfare	Guidance/counseling	Health	Special projects administration	District/county administration	Central – ized data processing
5400 Insurance	●	●	●	●	●	●	●	●	●	●	●
5500 Utilities and Housekeeping Services		●									● <sup>e</sup>
5600 Rentals, Leases, and Repairs	●	●	●	●	●	●	●	●	●	●	●
5710 Direct Costs for Interprogram Services	●	●	●	●	●	●	●	●	●	●	●
5750 Direct Costs for Interfund Services	●	●	●	●	●	●	●	●	●	●	●
5800 Other Services and Operating Expenditures	●	●	●	●	●	●	●	●	●	●	●
<b>6000 Capital Outlay</b>											
6100 Sites and Improvement of Sites		●									
6200 Buildings and Improvement of Buildings		●									
6300 Books and Media for New School Libraries or Major Expansion of School Libraries		●		●							
6400 Equipment	●	●	●	●	●	●	●	●	●	●	●
6500 Equipment Replacement	●	●	●	●	●	●	●	●	●	●	●
<b>7000 Other Outgo</b>											
71XX Tuition											
7221–7243 Other Transfers Out											
7270 PERS Reduction from Revenue Limit	●	●	●	●	●	●	●	●	●	●	●
7291 All Other Transfers Out											
7310 Direct Support/Indirect Costs for Interprogram Services	●	●	●	●	●	●	●	●	●	●	●
7350 Direct Support/Indirect Costs for Interfund Services	● <sup>f</sup>	● <sup>f</sup>	●	●	●	●	●	●	●	●	●
761X Interfund Transfers Out											
7639–7699 Other Uses		●									

<sup>a</sup>Noon duty only.

<sup>b</sup>One-time retirement stipends.

<sup>c</sup>Services provided under the Civic Center Act.

<sup>d</sup>Only during construction.

<sup>e</sup>Dedicated phone lines only.

<sup>f</sup>Adult education, cafeteria, and child development funds only.

<sup>g</sup>Portion of TRANS' cost and interest expense equal to or less than investment earnings on TRANS' proceeds.

<sup>h</sup>Warehousing only.

<sup>i</sup>Substitutes for negotiations only.

<sup>j</sup>Assistant Superintendent of Instruction having first-line responsibility for delivering instructional administrative services only.



## Exhibit 701-1 (Continued)

Object, by Program	Support Services Programs			Auxiliary Programs						Facilities	Other outgo
	General Support			Communi- nity service	Retiree benefits	Food services	Child develop- ment activities	Nonagency Activities			
	Plant mainte- nance	Plant operation	Pupil transpor- tation					Educa- tional	Other		
5400 Insurance	●	●	●	●		●	●		●	● <sup>d</sup>	
5500 Utilities and Housekeeping Services		●								● <sup>d</sup>	
5600 Rentals, Leases, and Repairs	●	●	●	●		●	●	●	●	●	
5710 Direct Costs for Interprogram Services	●	●	●	●		●	●	●	●	●	
5750 Direct Costs for Interfund Services	●	●	●	●		●	●	●	●	●	
5800 Other Services and Operating Expenditures	●	●	●	●	●	●	●	●	●	●	● <sup>g</sup>
<b>6000 Capital Outlay</b>											
6100 Sites and Improvement of Sites										●	
6200 Buildings and Improvement of Buildings										●	
6300 Books and Media for New School Libraries or Major Expansion of School Libraries										●	
6400 Equipment	●	●	●	●		●	●	●	●	●	
6500 Equipment Replacement	●	●	●	●		●	●	●	●	●	
<b>7000 Other Outgo</b>											
71XX Tuition											●
7221–7243 Other Transfers Out											●
7270 PERS Reduction from Revenue Limit	●	●	●	●		●	●	●	●	●	●
7291 All Other Transfers Out											●
7310 Direct Support/Indirect Costs for Interprogram Services	●	●	●	●		●	●	●	●		
7350 Direct Support/Indirect Costs for Interfund Services	●	●	●	● <sup>f</sup>		● <sup>f</sup>	● <sup>f</sup>	● <sup>f</sup>	● <sup>f</sup>		
761X Interfund Transfers Out											●
7639–7699 Other Uses											●

